

# Training Evaluation Feedback Solicitation

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we are seeking your feedback on the recent training session titled "[Training Title]" held on [Date].

Your insights are incredibly valuable to us and will help shape the future training programs we offer. Please take a moment to complete the attached evaluation form or reply to this email with your thoughts.

Specifically, we would appreciate your feedback on the following:

- Content relevance and clarity
- Trainer effectiveness
- Overall experience

Thank you for your time and input. We truly appreciate your participation and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]